

GENERAL DEFINITION OF WORK:

This position is a management-level position that oversees all day-to-day District operations, including technical and educational programs, financial management, and staff supervision and serves as the liaison to the Board of Directors. This position also requires the Conservation Planning Certification and Engineering Job Approval Authority on appropriate practices and administers the Virginia Agricultural Best Management Practices Cost Share Program. This position plans designs, engineers, and oversees the installation of BMPs mandated by Federal and Virginia Conservation Programs for Fauquier County and is responsible for maintaining records and files.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise and direct staff; process employee concerns and problems; establish goals, objectives and individual work plans for all staff consistent with District goals, priorities, and mission; provide guidance, direction, and training to staff in carrying out work plans.
- Evaluate employees in cooperation with the Personnel Committee and Board of Directors.
- Coordinate staff participation in local, state, and federal programs to ensure County representation in local and regional activities.
- Direct Annual Plan of Work, Annual Report and other reports as needed; assists with Strategic Planning of the District.
- Authorizes corrections to all agency personnel's timesheets, leave sheets, overtime/gap timesheets, and request for leave for full and part time employees.
- Provides presentations, writes articles, and conducts public speaking engagements related to agriculture, natural resource conservation and program opportunities for District newsletter, news releases and program advertisements.
- Ensures all agency personnel maintain conservation certifications necessary to perform conservation job assignments.
- Oversee District Financial matters; provide leadership in budgeting process; serve as signature authority for all financial activities for the District.
- Work with the Board to secure continued and expanded funding from other sources; tracks funding and expenditures, prioritizes practices for funding, and ensures proper participant reimbursement; assists staff with maintaining cost-share records in DCR's BMP Tracking Program and generating cost share related reports as needed
- Calculates state cost share payments on bills received based upon installation cost incurred by program participants; signifies practices as complete and forwards requests to Office Manager for reimbursement.
- Assists the Virginia Department of Agriculture and Consumer Services in the investigation of water quality complaints to achieve the objectives of the Agriculture Stewardships Act.
- Advertises and promotes state and federal cost share program.
- Manages and administers the Virginia Agricultural Best Management Practices Cost Share Program and Tax Credit Program to achieve the non-point source pollution reduction goals for the Chesapeake Bay Agreement and Virginia's watershed implementation plan.
- Conducts comprehensive evaluations of farmland for potential non-point source pollution impact(s).
- Determines eligibility for state and Federal conservation programs.
- Advises individual farmers and landowners in the development of conservation programs by merging the conservation goals of the participants with state and federal resource protection goals.
- Educates farmers, landowners, and civic groups or technical groups, legal and financial information regarding regional water quality issues and participant requirements of government conservation programs.
- Develops detailed proposals and cost estimates for the establishment of financial cost share for government conservation programs.
- Designs, engineers and oversees installation of structural and non-structural agricultural best management practices as required by Federal and State conservation programs.
- Inspects and measures completed conservation practices to ensure proper installation and quality control; certifies proper installation through earned technical job approval authority.
- Provides technical engineering and natural resource conservation support to the general public by incorporating scientific principals into common land use issues encountered in the agricultural community.
- Reviews existing conservation practices annually to ensure compliance with state policy on life-spans; coordinates corrective actions with participants to ensure compliance; determines reimbursement of failed practices by participant if necessary.
- Provides technical support to the Virginia Department of Environmental Quality and Virginia Department of Parks and Recreation in the development and implementation of the State's Total Maximum Daily Load Program.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to supervise staff, express ideas effectively both orally and in writing; and the ability to establish and maintain effective working relationships with associates and the general public. Comprehensive knowledge of Best Management Practices Cost Share Programs. Comprehensive knowledge of the principles, practices and techniques of soil and water conservation in rural and urban areas; comprehensive knowledge of the various guidelines, policies, ordinances and regulations pertaining to soil and water conservation and land development and management and maintains comprehensive knowledge of state and federal conservation programs and policies

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

EDUCATION AND EXPERIENCE:

Previous supervisory experience. Conservation Planning Certification and Engineering Job Approval Authority on appropriate practices. Considerable experience as a Conservation Specialist. Bachelor of Science degree in agriculture, natural resources, or environmental science with major course work in soils, natural resources, earth or environmental science or related field or equivalent experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.